**Ted Hargoi**  
88 Monsoon Avenue, Jasper, Wyoming 35623  
*mrharg@email.com*  
789-343-2283 (Cell)  
**5-4-2017**  
  
**Mr. Alfred Newman**  
**Jasper Apartments**  
909 E. Rodriguez Street, Jasper, Wyoming 35623  
  
**Dear Mr. Newman,**   
Walking down Rodriguez Street, I saw your apartment complex and noticed a posting on a bulletin board. Seeing that it was for a property manager position, I decided I would apply. Though I retired about three years ago from a property manager position in North Dakota, I wanted to get back into the swing of things. I have a Bachelor's Degree in Business from the University of Wyoming in 1982.   
  
From there, I was able to leverage myself into a property management position in North Dakota, which I held all the way up to 2014. My experience here included talking to tenants about rent, tending to broken down items, calling appropriate repair groups, notifying the police if tenants were doing illegal acts, discussing the terms of their contracts, and doing regular maintenance around the yard. I also had to keep track of the accounting and the books for the complex.   
  
My biggest accomplishment in this position was to remove various drug dealers and criminals from the facility and to attract family-friendly tenants. The facility was filled with various degenerate people before I came in, but with the help of the local police, I was able to get them out. There was a lot of danger to this position, and my office was actually firebombed at one point.   
  
In this position, I think it's fair to say that I had to learn how to be a flexible person with a variety of skills. I couldn't just rely on force, but I also had to master gentle persuasion and kindness with the right tenants.   
  
Beyond this, I also had to learn various repair and maintenance techniques. These methods are used nearly every day in my life. Having made a career of property management has made me a better person and one who has the patience to work with truly difficult people.   
  
As a property manager, I also learned about all the laws and regulations that dictate apartment living. Thankfully, I was able to master all these difficult ideas and use my business degree to streamline them in a way the average tenant could understand.   
  
While pursuing my degree, I minored in criminal law. This minor has given me a better understanding of what to expect from tenants and how the law can help protect your investments. My biggest contribution to your business, though, is my local approach.   
  
Except for when I lived in North Dakota, I have been in Jasper my whole life. Seeing the same people over and over again has given me an understanding of the nature of this city and its tenants. I truly believe I can offer you the best experience possible for your property manager position.  
  
Sincerely,  
Ted Hargoi